



**NATIVITY JESUIT**  
ACADEMY

**Updated January 2026**

**Open Position:** In-House Building Substitute (Long-Term Substitute)

**Position Type:** Full Time

**Start Date:** February 1, 2026

**Estimated End Date:** June 8, 2026

**Equal Employment Opportunity:**

Nativity Jesuit Academy is an equal opportunity employer.

**About Nativity Jesuit Academy:**

Nativity Jesuit Academy is a K4-8 coed Catholic, Jesuit, urban school serving young men and women in Milwaukee, WI. We prepare our students, in partnership with their families, for Christian leadership and service in high school, college and life.

Through a holistic education program, Nativity Jesuit strives to form leaders who are religious, loving, seeking intellectual excellence, committed to justice and open to growth. Like Christ, who came “not to be served, but to serve” (Mark 10:45), Nativity Jesuit transforms students to become men and women for and with others.

**Position Summary:**

This position covers a medical leave from **February 1–June 8, 2026** and serves as a flexible In-House Building Substitute/Long-Term Substitute, providing short-term classroom coverage across the building and delivering high-quality instructional support in small- and whole-group settings. The substitute will assume all duties of the absent teacher, implement lesson plans as provided, and leave feedback/notes for the classroom teacher, while maintaining a positive, safe, and structured learning environment aligned with the school’s classroom management systems, core values, and code of conduct. The role may also include assigned non-classroom duties (recess, lunch, arrival, and dismissal) and requires building positive rapport with students, families, and staff while serving as a strong role model.

**Position Responsibilities:**

- Committed to the school’s mission as a Christian servant leader.
- Strong organization skills and preparedness to teach assigned classes.
- Work with colleagues to ensure daily instructional curriculum meets the state teaching standards.
- Teach engaging and challenging units of study while providing rigorous assessments.
- Committed to all pedagogical and school culture responsibilities involved with implementing blended learning.
- Attend all professional development meetings and enrichment opportunities.
- Ensure that all assessments are administered and graded in a timely manner; maintain accurate student records; analyze results with staff, parents, and students; make adjustments to instruction, as needed.

- Complete quarterly report cards and conduct parent conferences.
- Partner with families during the school day and in other school events to build a working relationship with each family.

**Position Qualifications/Characteristics:**

- Appropriate DPI educator's license obtained or in the process of obtaining/transferring educator's license
- Minimum of a bachelor's degree

**Preferred:**

- Catholic
- Spanish speaking
- One year of relevant teaching experience

**How to Apply:**

Send résumé and cover letter to Monique Deshotels, Assistant Principal, at [deshotelsm@nativityjesuit.org](mailto:deshotelsm@nativityjesuit.org)